

SAFE ROUTES TO SCHOOLS - INFRASTRUCTURE PROJECTS

PROJECT DEVELOPMENT PROCESS

A thorough understanding of the interrelated and specialized disciplines are necessary for projects to comply with all the applicable project deliverables in accordance with the current ADOT Project Development Process and procedures established for the Safe Route To Schools (SRTS) Program. Typical SRTS projects assigned to the consultant are developed and implemented in three distinct phases.

PHASE I - Project Scoping

This phase begins with a review of the approved SRTS Grant application (awarded applicant). Phase I focuses on the preparation of the appropriate scoping documents.

Develop Project Approach. The awarded applicant shall prepare the project scope and cost estimate to ensure projected completion dates and budgets meet federal requirements. The awarded applicant shall coordinate with the assigned ADOT PM for review and approval prior to conducting the project kick-off meeting.

Kick-Off Meeting. The awarded applicant will identify and contact the appropriate team members and stakeholders for participation in a kick-off meeting. The meeting participants will include appropriate sections of ADOT; local, state, and/or federal agencies; and applicable non-agency stakeholders. A site visit will occur and consensus will be reached on initial work tasks and schedules necessary for completing Phase I initial scoping.

Initial Scoping Documents. The components of the project scope will be further researched and refined, with respect to initial schedule and budget, during the development of the Initial Scoping Letter (SL), Project Assessment (PA), or Design Concept Report (DCR). These documents will follow the standardized ADOT and the Federal Highway Administration (FHWA) formats. Since the FHWA provides and authorizes the funding for all SRTS projects, the development planning process will comply with the National Environmental Policy Act (NEPA) procedures, the FHWA regulations for implementing NEPA (23 CFR 771), and the established ADOT Project Development Process.

Final Scoping Documents. After the agency review of the scoping document, comments will be incorporated, as necessary. The final preferred alternative would be identified based on the environmental factors, project costs, schedule, and constructability. Once finalized, the scoping document will be submitted for approval by ADOT and FHWA.

PHASE II - Project Design

This phase focuses on preparing “bid-ready” plans, specifications, and estimates, and obtaining the appropriate clearance documents and agreements. After the scoping document is approved, the project enters Phase II of the development process.

Final Design Plans and Environmental Documentation. The ADOT PM will request that the consultant complete final construction plans, special provisions, cost estimates, and necessary environmental documents. The awarded applicant will consult with the ADOT PM to assign any additional team members to the project. The appropriate environmental documentation, including mitigation measures, will be finalized at this stage. FHWA and the ADOT require that environmental documentation be completed before moving beyond the Stage II Design (30%).

Plans, Specifications & Estimates (PS&E). Following completion of the scoping documents (Stage I), design plans, special provisions, and cost estimates are typically prepared and submitted at four stages of project development:

- Stage II (Preliminary - 30%)
- Stage III (Preliminary - 60%)
- Stage IV (Pre-Final - 95%)
- Stage V (Final PS&E - 100%)

During these stages of design and plan development, other activities also will be coordinated to obtain environmental, right-of-way, and utility clearances, and Joint Project Agreements, as required.

Phase III - Advertising & Construction

Construction administration and/or post-design services complete the final phase of the project development process.

Construction Administration/Post Design Services. In the closing stages of the PS&E submittal, it may be determined that construction administration (CA) tasks are necessary. The awarded applicant will be the focal point for all CA activity. The ADOT PM, or assigned team members, will participate in the bidding period by responding to any pre-bid Requests for Information (RFIs), prepare addenda as needed, attend the project partnering meeting, attend and report on construction/field inspection meetings on-site, review contractor submitted drawings and specifications, respond to contractor RFIs, interpret contract documents, and participate in final inspections, including the preparation of a defect/deficiency report.